

**VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
FILING DATE:	OPEN CONTINUOUSLY
JOB TITLE, SERIES AND GRADE:	Waiter/Waitress, NA-7420-03
STARTING RATE:	\$9.74 per hour
LOCATION:	All Nonappropriated Fund Activities and Served Areas
AREA OF CONSIDERATION:	All Nonappropriated Fund Activities and Outside Sources
TYPE OF APPOINTMENT:	Flexible
DUTY SCHEDULE:	Unscheduled (No basic workweek)

STANDARD REQUIREMENTS: Direct Deposit Is Required. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

BENEFITS: None

NOTE: THIS ANNOUNCEMENT CANCELS PREVIOUS OPEN CONTINUOUS ANNOUNCEMENT'S DATED 15 OCT 2004 AND 18 MAR 2005. ALL APPLICANTS WHO HAVE REQUESTED CONSIDERATION UNDER THOSE ANNOUNCEMENT MUST RE-APPLY.

SUMMARY OF DUTIES: Sets tables, arranges place settings and table decorations. Takes orders. Places orders with and receives food and beverages from kitchen and bar when required. Maintains sales record. Collects cash or payment by credit card. Clears and cleans tables and other customer service areas.

SPECIAL CONDITIONS OF EMPLOYMENT:

All required background checks IAW current AR 215-3 and related regulations. A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability.

QUALIFICATION REQUIREMENTS: Candidates must meet state/local age requirements at the time of appointment where duties involve selling alcoholic beverages. Possess basic math skills necessary to compute patron bills and make change. Be able to communicate effectively in English. Have work experience performing the duties identified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Acceptable education will be given appropriate credit in accordance with regulations.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, Attn: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference must register within six months after arrival at this agency.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant